FINANCIAL MANAGEMENT COMMITTEE

MINUTES

An Open meeting of the Financial Management Committee was held in the Council Committee Room, Burnaby City Hall, 4949 Canada Way, Burnaby, B.C. on Wednesday, **2016 February 24** at 5:30 p.m.

1. CALL TO ORDER

PRESENT: Councillor Dan Johnston, Chair
Councillor Colleen Jordan, Vice Chair
Councillor Paul McDonell, Member

STAFF: Mr. Lambert Chu, Deputy City Manager
Mr. Lou Pelletier, Director Planning and Building
Mr. Leon Gous, Director Engineering
Ms. Shari Wallace, Chief Information Office
Mr. Bob Klimek, Deputy Director Finance
Mr. Doug Spindler, Assistant Director – Treasury Services
Ms. Blanka Zeinabova, Administrative Officer

The Chair called the Open meeting to order at 5:37 p.m.

2. MINUTES

a) **Minutes of the Open meeting of the Financial Management Committee held on 2016 January 28**

MOVED BY COUNCILLOR MCDONELL
SECONDED BY COUNCILLOR JORDAN

THAT the minutes of the Open meeting of the Financial Management Committee held on 2016 January 28 be adopted.

CARRIED UNANIMOUSLY

3. CORRESPONDENCE

MOVED BY COUNCILLOR JORDAN
SECONDED BY COUNCILLOR MCDONELL

THAT the correspondence be received.

CARRIED UNANIMOUSLY

Arising from consideration of the correspondence, the Committee also received an email from Ms. Kathy Mezei regarding Mass Notification System for Emergencies.

a) Correspondence from Ministry of Community, Sports and Cultural Development
Re: 2016 Property Assessment Changes

Correspondence was received from Minister Peter Fassbender, Ministry of Community, Sports and Cultural Development and Minister Responsible for Translink, in response to the City's letter dated 2015 December 17 regarding concerns about property assessment changes in 2016.

The letter noted that due to provisions in the Community Charter, local governments cannot vary tax rates within a class; however, another option available to local governments is to pass a bylaw averaging the assessed values over three years. This measure will help address impacts that may arise when properties experience a significant increase above average in assessed value.

The Minister noted that an assessment roll freeze is not being considered at this time. Rather, has directed staff to work closely with Burnaby to review assessment averaging and other options to assist the City in partially offsetting increases in assessed values, to better manage property tax increases.

The Minister further acknowledged concern regarding Home Owner Grants and advised that the 2016 threshold has been increased to $1.2 million, and 91% of homes in the Province fall below this threshold.

Staff advised a review of this matter is underway, and a report will be submitted to the Committee at a future date.

b) Correspondence from Kathy Mezei
Re: Mass Notification System for Emergencies

Correspondence was received from Ms. Kathy Mezei, on behalf the sub-committee on emergency notification, Chevron's Community Advisory Panel, seeking an update on the status of the report "Mass Notification System for Emergencies".

Staff advised the Finance and Civic Development Committee received and adopted the above noted report on 2013 June 27 and forwarded the same to Council on 2013 July 08. At that meeting, Council referred the report back to the Committee and on the 2013 November 28 the Committee referred the report back to staff for further review. Staff did a fulsome review and no further actions were taken at that time.

Further it was noted the Emergency Management BC (EMBC) launched a new, national-emergency alert system – Alert Ready in April 2015. The target date for the Province to have the system fully operational in BC is the end of March 2016. The program allows government officials in each province and territory to issue emergency alerts through major television and local radio broadcasters. All government-authorized broadcasters must carry Alert Ready warning.

Staff further advised that due to rapid upgrade in technology, the City would need to hire a consulting firm, which is not advisable at this time. Staff will continue to monitor this matter.

Arising from discussion, the following motion was introduced:

MOVED BY COUNCILLOR MCDONELL
SECONDED BY COUNCILLOR JORDAN

THAT staff respond to Ms. Kathy Mezei.

CARRIED UNANIMOUSLY

4. REPORTS

MOVED BY COUNCILLOR JORDAN
SECONDED BY COUNCILLOR MCDONELL

THAT the reports be received.

CARRIED UNANIMOUSLY

a) Report from the Chief Information Officer
Re: 2016 Information Technology Capital Program for Business Applications

The Chief Information Officer submitted a report seeking project approval and funding bylaw for implementation of the 2016 Business Applications Program.

The Chief Information Officer recommended:

1. THAT Financial Management Committee recommend Council approve the capital expenditure of $1,764,750 for the 2016 enterprise and departmental applications programs, as outlined in this report.

2. THAT Financial Management Committee recommend Council authorize staff to bring down a bylaw in the amount of $1,847,215 (inclusive of GST of $82,465) from Capital Reserves to finance the purchase.

MOVED BY COUNCILLOR JORDAN
SECONDED BY COUNCILLOR MCDONELL

THAT the recommendations of the Chief Information Officer be adopted.

CARRIED UNANIMOUSLY

b) Report from the Director Finance and the Chief Information Officer
Re: 2016 Treasury Management System Implementation Capital Project Funding Request

The Director Finance and the Chief Information Officer submitted a report seeking funding approval for the 2016 Treasury Management System implementation capital project.

The Director Finance and the Chief Information Officer recommended:

1. THAT Financial Management Committee recommend Council approve the capital expenditures of $897,500 for the replacement of the Treasury Management System capital project, as outlined in this report.

2. THAT Financial Management Committee recommend Council authorize staff to bring down a Capital Reserves Bylaw to appropriate $942,375 including GST in the amount of $44,875 to finance this capital project.

MOVED BY COUNCILLOR MCDONELL
SECONDED BY COUNCILLOR JORDAN

THAT the recommendations of the Director Finance and the Chief Information Officer be adopted.

CARRIED UNANIMOUSLY

c) Report from the Director Finance
Re: IBM Hardware / Software & Cisco Hardware Maintenance and Support

The Director Finance submitted a report seeking approval to award a contract to IBM Canada Ltd. for IBM hardware/software maintenance/support and Cisco maintenance/support.

The Director Finance recommended:

1. THAT a contract be awarded to IBM Canada Ltd. for IBM hardware/software maintenance & support and Cisco maintenance & support at an estimated cost of $283,137.35 including GST and PST in the amount of $16,859.53 as outlined in this report for a 21-month period commencing 2016 April 01 to 2017 December 31.

MOVED BY COUNCILLOR JORDAN
SECONDED BY COUNCILLOR MCDONELL

THAT the recommendation of the Director Finance be adopted.

CARRIED UNANIMOUSLY

5. NEW BUSINESS

Gilmore Urban Trail Highway 1 Crossing

The Director Planning and Building referred to the report received and adopted by the Committee on 2016 January 28 regarding “Gilmore Urban Trail Highway 1 Crossing”.

Arising from discussion, the following motion was introduced:

MOVED BY COUNCILLOR JORDAN
SECONDED BY COUNCILLOR MCDONELL

THAT the recommendations of the Committee adopted on 2016 January 28 concerning the Gilmore Urban Trail Highway 1 Crossing be rescinded; and that the matter be **REFERRED** back to staff for further review.

CARRIED UNANIMOUSLY

6. INQUIRIES

Summer Clean-Up Program – Councillor Johnston

Councillor Johnston inquired regarding the status of summer clean-up program in 2016. It was noted that UBCM has a possible cost sharing program for hiring students.

Staff advised that this year mowing and clean-up of vacant lots will began earlier. The Engineering and Parks departments are working together to determine funding from the stabilization and gaming interest funds, and a report will be submitted to the Committee at a future date.

Staff observed a large increase of bulk items being dumped on the City's properties (from 3,000 pick-ups in 2013 to 20,000 pick-ups in 2015) and reported this trend will impact 2016. Staff will continue to monitor this matter.

Demolition Approvals – Standardized Process – Councillor Johnston

Councillor Johnston inquired regarding the possibility of establishing general policy guidelines for demolition approvals.

Staff provided clarification regarding this process, and suggested a review by the Executive Committee of Council.

7. CLOSED

Public excluded according to Sections 90(k) & 92 of the Community Charter.

MOVED BY COUNCILLOR MCDONELL
SECONDED BY COUNCILLOR JORDAN

THAT this meeting do now recess.

CARRIED UNANIMOUSLY

The meeting recessed at 6:25 p.m.

MOVED BY COUNCILLOR JORDAN
SECONDED BY COUNCILLOR MCDONELL

THAT this meeting do now reconvene.

CARRIED UNANIMOUSLY

The meeting reconvened at 6:26p.m.

8. ADJOURNMENT

MOVED BY COUNCILLOR JORDAN
SECONDED BY COUNCILLOR MCDONELL

THAT this Open Committee meeting do now adjourn.

CARRIED UNANIMOUSLY

The Open meeting adjourned at 6:26 p.m.

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Blanka Zeinabova	Councillor Dan Johnston
ADMINISTRATIVE OFFICER	CHAIR